

Change Folder Views

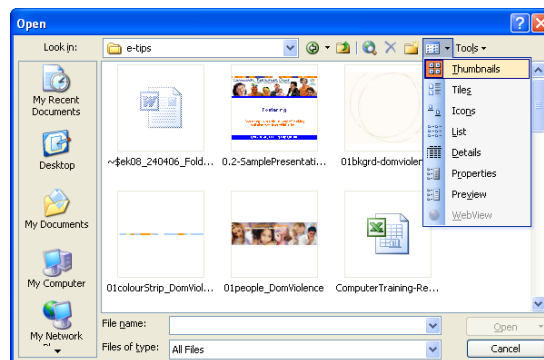
Did you know... you can view files on your computer in different ways? Changing Views can be helpful when you are looking for a particular document or when you are trying to determine the latest version of a document.

For example: The details View provides information about the date the document was last modified and how big the document is. The Preview View displays the information contained in the document. The properties View provides information about who created the document, when it was created and when it was last modified etc.

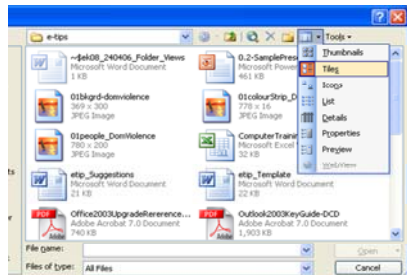
How to:

1. **Open** Word, Excel or PowerPoint.
2. Click on **File / Open...** to display the Open dialog box
3. Click on the **drop down arrow** next to the view icon (see picture below)
4. Select the **view** you prefer (eg: Thumbnails, Tiles, icons, List, Details, Properties or Preview)

Examples



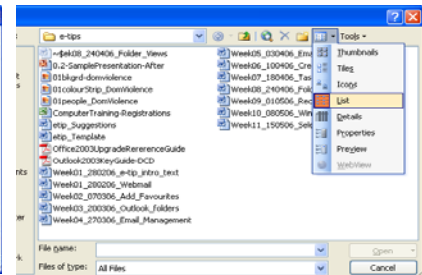
Tiles View



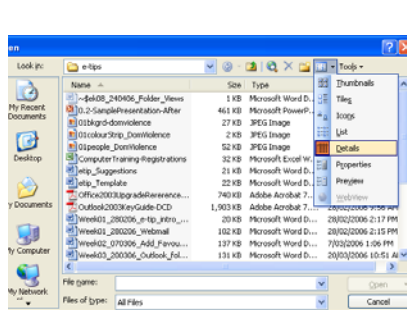
Icons View



List View

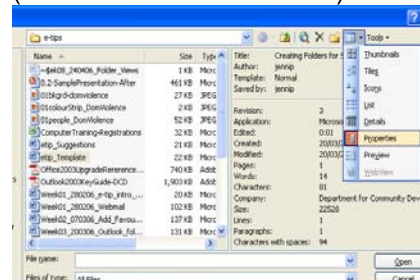


Details View



Properties View

(click on a document on left)



Preview View

(click on a document on left)

